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MINUTES

MAY 12, 2011

REGULAR MEETING

Mayor Samuel Hardwick called the Regular Meeting of the Town of Youngsville Board of Commissioners to order at 7:00 pm. Mayor Hardwick gave invocation. In attendance were Commissioners Catherine Redd, Graham Stallings, Marvin Roberts, Leelan Woodlief and Joseph Johnson. Also in attendance were Town/Zoning Administrator Brenda Robbins, Town Clerk / Tax Collector Emily Hurd, Administrative Assistant Kathryn Tucker, Town Attorney Pete Tomlinson, and Chief Daren Kirts. Representatives from The Franklin Times and The Wake Weekly were also present.

The first item on the agenda was citizen's comments. Keith Falt wanted to discuss payment of water bills with the Board. He stated that there was not enough time between when the bills are sent out and when they are due. He stated that for May, that there were six working days in order to pay the bill. Mr. Falt stated that if someone was out of town for a couple of weeks like himself, they come back to find that their water had been turned off for nonpayment. He stated that he came back on a Saturday and couldn't get his water turned back on until the following Monday. He stated that he felt this should be addressed to give people more time to pay their bills. Mayor Hardwick stated that he appreciated Mr. Falt coming in and that he was going to address the email that he received that day since it came in after 5pm and he wanted to make sure everyone was aware of it. Mayor Hardwick stated that the Town did have a procedure and typically there are more than 6 working days to get it paid. Mayor Hardwick stated that normally the Town would call if we had a correct phone number and Mr. Falt stated that the Town did have his wife's correct cell phone number. Mayor Hardwick stated that if calls failed to produce payment, then a final notice was put on the door and then the water would then be cut off. Mayor Hardwick stated that Robbins cell phone number was listed on the voice mail for Town Hall and she can be reached anytime in a situation like this. Mr Falt stated that he felt this wasn't an emergency and did not want to contact Town Staff after hours for something like his water being shut off. Mr. Falt stated that he has now signed up to have his account drafted and will fix the problem for him but he wanted to bring it to the Boards attention so that no one else would have the same problems that he did. Mayor Hardwick stated that this policy was voted on a few months ago since we were having a problem with people paying late. He stated that it has only been a couple of months and are still working on out the kinks. Mayor Hardwick also stated that he wanted to encourage the residents to keep their contact information updated with the Town staff. Mayor Hardwick stated that the Town staff would work with anyone as best they can. He also stated that the Board was in the middle of changing some of the policies as well.

Alexander Wojtalik wanted to comment that the Board has material that they vote on, and that he knew the Commissioners wanted transparency in the government, and the residents don't have the same information. He stated that residents should know what was going on other than the titles on the agenda, unless it had to do with personnel matters. He suggested maybe putting up all of the agenda information on the website so

that the residents could look and see if they had questions on any of the items. Mayor Hardwick stated that everything is open record and that the information could be picked up at Town Hall. He stated that the Town was new to the internet and were still working on ways to improve. He stated that the Town had just started their own Facebook page. Mayor Hardwick stated that the agenda comes out the Tuesday before the meeting and any information can be obtained at Town Hall. Mr. Wojtalik stated that he had a problem using the mayor's email from the Town's webpage, but Mayor Hardwick stated that he was receiving emails from other people. Mr. Wojtalik said it may have been a problem with his computer. Mayor Hardwick stated that if for some reason, anyone could not reach the Board by their email, they can call up to the Town Hall and the staff would get a message to the Commissioners. Mr. Wojtalik stated that he felt putting things up on the website would help keep people from calling Town Staff. Mayor Hardwick stated that was what the Town Staff and Board were for, to answer any questions. Hurd stated that when she made copies for the Board on Tuesdays, she could make Mr. Wojtalik a copy as well if he wanted her to. Mr. Wojtalik stated that he didn't want Hurd to go to any trouble but Hurd assured him that she was already making extra packets anyway and this would be no trouble. Mr. Wojtalik stated that he felt it was odd that the Board was voting on things that he didn't know what they were about. He stated that like Mr. Falt, he was trying to look out for Youngsville and he wanted to know what's going on in Youngsville. Mayor Hardwick stated that it did take a few days after the Board meeting to get the approved minutes up on the webpage since Hurd had to email them to the webmaster and have him put them on the webpage. Commissioner Johnson asked if the Town Hall had the ability to scan and Robbins stated yes. Commissioner Johnson stated that maybe they could have them put up on the webpage. Mr. Wojtalik stated that he didn't want to set everything back and start over and Mayor Hardwick agreed and stated that Youngsville is still growing and working on its policies to help improve it. Mr. Wojtalik stated that he wanted the Board to understand that change is going to happen even if they don't want it to. He stated that he felt the Board should embrace change and the Board has an opportunity to control the direction of the change. Mayor Hardwick stated that this Board had been through change before and did not like to make rapid changes because they tend to fall pretty quick. He stated that the Board wants to be informed before they make changes and now that he has had the opportunity to look over the information presented last month, he agrees with it. It was just a matter of having the time to read the information before making any changes. He stated that since the Town was small, changes were embraced but were looked at more closely than say larger towns. Mr. Wojtalik asked if the Board had considered trying to solicit volunteers from the community that had the experience needed to help in these new committees. Mayor Hardwick stated that the Board is elected to listen to the residents and it was their responsibility to listen to the residents and then vote on policies that represent the residents of Youngsville. Robbins stated that when doing the Land Use Plan, a resident came forward to help in the creation of that plan. She stated that when the residents come forward to let the Town know that they have the necessary experience to help, the Board will definitely use that experience when it can. Mr. Wojtalik stated that he felt the Town did not understand what it needs. He explained that if people show up to the meetings they understand what is going on but for those that do not show up, would they understand that they have the opportunity to help? He asked how the residents would find out this kind of information if they did not come to the meetings. Mayor Hardwick stated that he has been approached often by the residents and they know more about what's going on in Youngsville that it seems. He stated that they pay attention, read the

paper, and talk to the Board and Town Staff to get information and pass it along to each other. Mayor Hardwick stated that it is still up to the citizen's that if they have a concern to bring it to the Board's attention. Mayor Hardwick stated that with the website and the Facebook account that information can be provided to the residents of Youngsville more efficiently. Commissioner Redd stated that she has had people contact her since the article in the paper that are willing to help with the committees and subcommittees especially for the Comprehensive Development Committee.

The next item on the agenda was the financial report. There was no comment.

The next item on the agenda was the approval of the Consent Agenda.

MOTION: TO APPROVE THE CONSENT AGENDA

The motion was made by Commissioner Roberts and was seconded by Commissioner Redd. It passed unanimously.

The next item on the agenda was New Business. The first item under New Business was a discussion of the contract with Waste Industries. Robbins stated that she received the contract earlier in the day. She explained that if the Commissioners wanted more time to read over it they could table it until the next meeting. It is a three year contract and the verbiage is the same as last year. Garbage rates would increase by a \$1.02 and she was proposing a rate increase for customer of \$1.00. Recycling would be \$5.30 per residence and \$12.00 per business. She stated that the Town had already received 35 applications for recycling for the 50 minimum that Waste Industries had set. Commissioner Redd stated that since the increase was for \$1.02, she felt that the town should go up the exact same amount. Robbins stated that she could do those numbers for the budget, which would be voted on in June.

MOTION: TO APPROVE THE CONTRACT WITH WASTE INDUSTRIES.

The motion was made by Commissioner Woodlief and was seconded by Commissioner Johnson. It passed unanimously.

The second item under New Business was to adopt the Resolution for the Franklin County Multi-Jurisdictional Hazard Mitigation Plan. Robbins stated that it was a requirement every five years to update this plan. She explained that the Town is covered in Franklin County's Plan and nothing major had changed in the new plan.

MOTION: TO ADOPT THE RESOLUTION FOR THE FRANKLIN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

The motion was made by Commissioner Johnson and was passed by Commissioner Stallings. It passed unanimously.

The third item under New Business was to reappoint Brenda Robbins, James Underwood and Everette Pearce to the Youngsville ABC Board. Robbins stated that the terms for the ABC Board members had come due. She stated that both she and Mr. Underwood had received the required ethics class but Mr. Pearce had not yet done his. She stated that he

still had a few more months in which to attend the class. Robbins explained that these were three year terms. Commissioner Redd asked Robbins if she wanted to be replaced on the ABC Board since she was already doing quite a few things for the Town. Robbins stated that she did not mind either way. Mayor Hardwick stated that Robbins would still be involved since she was the Finance Director. Robbins stated that any member could be replaced at a later point in time if the Board wanted to go ahead and vote on them since their terms had come due. Commissioner Redd asked what was involved and Robbins stated that there was not that much, she signed checks along with the manager, kept an eye on the store to make sure it was running smoothly, and did the budget for the ABC Store which was relatively simple. Mayor Hardwick stated that it has been well run for years.

MOTION: TO APPOINT BRENDA ROBBINS, JAMES UNDERWOOD, AND EVERETTE PEARCE TO THE ABC BOARD

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. It passed unanimously.

The fourth item under New Business was to adopt the Records Retention and Disposition Schedule. Hurd explained that she had attended a Public Records Management Class. She stated that while she was there, it had been mentioned that Youngsville had last adopted the Retention Schedule in 2002. Hurd stated that the instructors had recommended that anyone who had not adopted these schedules in recent years to go ahead and get them updated. Hurd stated that nothing had really changed other than adding more information about emails and internet information. She stated that this was just to update existing information.

MOTION: TO ADOPT THE RECORDS RETENTION AND DISPOSITION SCHEDULE

The motion was made by Commissioner Roberts and was seconded by Commissioner Stallings. It passed unanimously.

The next item on the agenda was Old Business. The first item under Old Business was to continue the discussion on the Revised Ordinance for Animals. Robbins explained that the Board had been working on this ordinance since February. She stated that Commissioners Redd and Johnson had met with a resident and a member of the AKC for added information for this ordinance. Robbins stated that Commissioner Redd gave her some information about tethering, curbing and sanitation. She explained that she took the original ordinance and factored in the new information. Robbins stated that Attorney Tomlinson had some questions/notes about the new ordinance. She stated that she no longer knew where to go with the ordinance. Commissioner Redd stated that she had not gotten a copy of the new ordinance and Robbins stated that she had emailed them out and received some comments back from a couple of the other Commissioners. Commissioner Redd asked what were the notes that Attorney Tomlinson had, and he responded that the ordinance was vague and enforceability of it. Chief Kirts also stated that he had some concerns with enforcement as well. Commissioner Redd stated that she had gotten her information from other towns as well as the representative from the AKC. Robbins stated that she took some items out of the information given because some of the

information was covered in other ordinances such as the Noise Ordinance and the enforcement portion was addressed in the General Statutes. Mayor Hardwick asked what Chief Kirts thought about it and he stated that he had not yet read the newest version. He stated that he did have problems with enforcement in earlier version. He stated that some of it was considered civil matters and was something that our Police Department could not handle. Commissioner Redd stated that she was not sure how to fix the problems that have come up. She explained that she had just used information that was given to her by different sources. Robbins stated that there were other ordinances, such as Sanitation, that doesn't specifically say anything about animals, but does mention unsanitary conditions. Commissioner Johnson stated that it was time to go ahead and finish this up. Mayor Hardwick stated that if they wanted to adopt it as it stood, changes could be made at a later date as needed.

MOTION: TO ADOPT THE REVISED ORDINANCE – ANIMALS WITH PRESENTED CHANGES

The motion was made by Commissioner Woodlief and was seconded by Commissioner Roberts. Commissioner Redd stated that she was not comfortable adopting something that the attorney and Chief of Police didn't approve of. The motion passed with Commissioners Woodlief, Roberts and Johnson voting yes, Commissioner Redd voting no, and Commissioner Stallings abstaining. Attorney Tomlinson stated that he could still work on it and present it back to the Board.

The second item under Old Business was to continue the discussion of the Road System. Robbins stated that she had spoken with Mike Brown, who has installed sidewalks for the town before. She stated that she did not want to get too many people in to get quotes from until she had a better idea of the Board wanted to do. She stated that she had received only a few suggestions. Robbins explained that she had submitted estimates on the areas that were submitted to her. Mayor Hardwick asked how much was left in Powell Bill and Robbins stated that there was about \$33,000 left and Hurd stated that there was some patchwork that needed to be done. When asked how much that may cost Robbins stated around \$2,000. Robbins stated that at the last meeting Commissioner Redd had stated that the money could be split 50% for streets and 50% for sidewalks. Robbins also mentioned that it had been suggested that the 50% for streets be held until the new funds become available in October so that we could do more projects for a better cost. Commissioner Redd stated that her suggestions were made by where she thought people would be walking most, such as near the library, Town Hall, and downtown. Robbins stated that the place it was needed to most was from North College Street to 5 Points. She stated that the Safe Routes to School funding is not looking very promising. Robbins stated that this area had the most foot traffic and it was also mentioned to her by a resident just the day before. Mayor Hardwick asked if it would start at Union Grove Church and Robbins stated that she didn't think it was need that far back onto North College Street. Commissioner Redd asked if the gas station going in on the corner lot would be responsible for installing their portion of the sidewalk. Robbins stated she would have to check the Sidewalk Ordinance to make sure but she felt that it would probably be concrete all the way to the road so that would open up some walking space. Commissioner Johnson asked if we waited until October, would it be too cold to do any paving. Robbins stated that October and November were normally warm enough to pave. Commissioner Johnson asked if a decision could be made and get someone out quick

enough to do that and Mayor Hardwick stated that if we already had the decisions made, once the money came in, we could go straight into the paving. Robbins stated that with the economy the way it was, people were waiting for jobs like this and could be ready pretty quickly. Robbins stated that N. College Street was a DOT road and any sidewalks installed would have to be five feet wide but there was already a section that had been paved and the Town could connect up to that. Commissioner Redd asked what the likelihood of getting a Safe Routes to School Grant would be and Robbins stated that both State and Federal money was hard to come by recently. Robbins stated that if the Board wanted she could contact someone with the Grant program and she could also get quotes for sidewalks for that area. Commissioner Redd stated that maybe we should go ahead and plan to install that sidewalk in October. She stated that between now and October, the Board could figure out how much more money we would have and plan for other projects as well. Mayor Hardwick stated that typically, we were only able to pave one road a year but waiting may help us to be able to pave more than one since the price per yard will be lower on bigger projects. Commissioner Johnson stated that just the estimates that were presented were around \$63,000. Commissioner Roberts asked about the patching and Robbins stated that the pot hole on E Pine Street had been fixed with cold patch. Commissioner Redd stated that the gravel the guys had put out on the shoulders of the road have helped as well.

MOTION: TO SET PAVING SIDEWALKS FROM N. COLLEGE STREET TO 5 POINTS AS DEFINATE TO BE PAVED, OTHER PROJECTS TO COME SOON

The motion was made by Commissioner Redd and was seconded by Commissioner Stallings. Commissioner Johnson asked how much money could we expect in October and Robbins stated that the Town should receive between \$35,000 and \$40,000. It passed unanimously.

The third item under Old Business was to continue the discussion of new Standing Committees. Mayor Hardwick stated that this had been discussed last month and that he had made some suggestions for the new committees and also made additional recommendations. Commissioner Roberts stated that he felt the Mayor and Robbins should appoint the Board to the committees and Mayor Hardwick stated that he had already done that and it was up to the Board to vote on them if they approved of them. Commissioner Redd asked if a schedule had been set up for when the committees would meet and Mayor Hardwick stated that the committees needed to be formed, and then the individuals on those committees could set up a time for the meetings that worked for all involved. Mayor Hardwick stated that there was 5 committees with each comprised of 2 Commissioners. This would make 2 committees per Commissioner. He stated that he tried to make the committees from the experience of each Commissioner. Mayor Hardwick stated that he also added the Personnel Committees that would oversee as needed in those particular areas. Commissioner Redd wanted to make sure that everyone understood that any citizen that wanted to get involved was welcome and that anyone with experience in these areas would be appreciated.

MOTION: TO ADOPT THE STANDING COMMITTEES AS PRESENTED

The motion was made by Commissioner Woodlief and was seconded by Commissioner Stallings. It passed unanimously. Mayor Hardwick urged that all the Commissioners get together with their committee members and get started on setting up their meetings. Hurd stated that if the Commissioners gave her the information, she could put them up on the webpage's calendar of events. Robbins stated that anything that the committees needed from the Town Staff, to let her know and we'll do our best to help.

The next item on the agenda was Executive Session (if necessary). Mayor Hardwick stated that the Board did not need to go into Executive Session.

MOTION: TO BYPASS EXECUTIVE SESSION

The motion was made by Commissioner Johnson and was seconded by Commissioner Redd. It passed unanimously.

The next item on the agenda was Reports and Other Business. Mayor Hardwick wanted to mention that Mr. Harold Reddick, a previous Commissioner, had passed away. He stated that Mr. Reddick had served on the Board for 12 years and had served the community for much longer and in many ways.

Mayor Hardwick wanted to mention that the Lake Donna Party would be held on May 21st from 6-10pm. He stated that it would be held at the Luddy Park this year since there would be more room and less traffic. He stated that people always had a good time and wanted to invite everyone out to join them this year.

Commissioner Stallings stated that the Board had talked about improving the Town. He mentioned that there was one man in town that had made more improvements on his home than anyone else and that was David Frankow. Commissioner Stallings stated that he felt Mr. Frankow should be recognized for all of the work that he has put into his home, mostly by himself.

MOTION: TO RECOGNIZE DAVID FRANKOW FOR HIS EFFORTS INTO MAKING YOUNGSVILLE A BETTER PLACE TO LIVE

The motion was made by Commissioner Stallings and was seconded by Commissioner Woodlief. It passed unanimously.

Commissioner Redd asked when the Board would vote on the Budget and Robbins stated that the Public Hearing would be at the next Board meeting and Mayor Hardwick stated that if anyone had any questions, now was the time to get with Robbins about them.

The meeting adjourned at 7:44 pm.